

## MUSEUM EXHIBITS SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
3108(311)	Museum Exhibits Preparator	14	060	6 mo.	02/15/84
1010	Museum Exhibits Designer	02	060	6 mo.	02/15/84
4631(0984)	Curator of Exhibits	02	060	6 mo.	02/15/84

Promotional Line: 140

### Series Narrative

Employees in positions allocated to this series construct, design, direct, and/or coordinate the preparation of museum/gallery exhibits. They also plan, perform, and/or supervise related graphic arts production activities needed for the exhibits or publicity for the exhibits. At the upper level, they are involved in long-range planning for museum/gallery facilities, exhibits, and fiscal management.

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Museum Exhibits Preparator**

**3108(3110)**

Employees in positions allocated to this level construct and set up museum exhibits and assist in their design. They prepare graphics to be used in the exhibit display. They also design shipping crates and pack objects for traveling show or loans. They work under general supervision of higher level individuals.

A Museum Exhibits Preparator typically--

1. constructs museum/gallery exhibits, such as:
  - a. using basic hand and power tool to construct museum or gallery exhibits and accompanying props (such as cases, pedestals, panels, and platforms), following design specifications
  - b. setting and focusing lights for proper lighting of exhibits
  - c. mounting graphics (such as lettering, photographs, labels, and drawings) for exhibit
  - d. ordering and maintaining materials to be used in the construction of the exhibits
  - e. recommending purchase of, ordering, and maintaining tools and equipment used in the construction of the exhibits
  - f. contacting individuals for special services needed in construction of exhibits (such as carpenters, glazers, electricians, and painters)
  - g. painting case interiors , background areas, and exhibit stands for displays
  - h. working with curators and other staff to prepare and mount objects for display in the exhibit

2. assists in the design of permanent, temporary, and/or traveling exhibits, such as:
  - a. designing exhibit props (such as pedestals, cases, stands, or panels) and other methods of mounting objects in exhibits
  - b. assisting in developing basic exhibit themes and ideas
  - c. assisting in selecting museum objects/artifacts for display following the exhibit's basic theme
3. designs and constructs shipping crates and develops packing instructions for traveling exhibits; unpacks and packs/ships traveling shows and loaned objects
4. prepares graphics for use in exhibits by such techniques as silk screening, air brush painting, dry mounting photos, lettering, and drawing
5. photographs objects and/or exhibits for documentation
6. disassembles and/or stores exhibits props (such as panels or stands) and works with curators and other staff to return displayed objects after exhibit
7. cleans display cases, exhibition, and shop areas
8. performs related duties as assigned

**Level II: Museum Exhibits Designer****1010**

Employees in positions allocated to this level design and supervise the construction of museum/gallery exhibits. They work under direction of higher level individuals.

A Museum Exhibits Designer typically--

1. designs permanent, temporary, and/or traveling exhibits, such as-
  - a. consulting with museum director, curators, faculty consultants, and/or others to develop exhibits themes and ideas
  - b. developing basic exhibit format, based on established themes
  - c. developing drawings and three-dimensional models for use in planning and constructing exhibits
  - d. designing and selecting graphics, lettering, colors, textures, photos, and drawings to be used in exhibits
  - e. designing proper environment for objects on display
  - f. assisting in selection of museum objects/artifacts for display, following the exhibit's basic theme
2. directs the construction of exhibits, such as-

- a. determining materials needed for construction of exhibits
  - b. contracting special services needed in construction (such as electricians, printers, artists, carpenters, or painters)
  - c. supervising the actual construction by assigned personnel
  - d. instructing employees and students in exhibit design in methods and skills needed in construction of exhibits
  - e. interviewing prospective employees and recommending for hire
3. calculates projected costs of exhibit under design
4. designs and prepares printed announcements of openings of exhibits for printer
5. prepares documentation of exhibits and collections, including photographs
6. performs related duties as assigned

**Level III Curator of Exhibits****4631(0984)**

Employees in positions allocated to this level supervise the design, construction, and maintenance of the exhibits and coordinate the long-range exhibition programs and plans for the museum(s). They also provide information for the fiscal management of the museum(s). They work under direction of higher level individuals.

A Curator of Exhibits typically

1. develops and coordinates long-range plans for exhibitions in the museum(s), such as--
  - a. consulting with the museum director, curators, faculty consultants, and/or others to establish the long-range plan for museum exhibits
  - b. coordinating the long-term exhibition programs for the museum(s) with the director and/or curators and considering the facilities and the expense and time involved
  - c. developing long-range plans for facilities and exhibition-planning documents as directed
  - d. developing plans to meet collection-care needs
  - e. works with architects, engineers, and construction companies in planning and implementing changes to the museum(s) physical areas
2. supervises the design of permanent, temporary, and/or traveling exhibits, such as--
  - a. supervising staff production of renderings, scale models, drawing, lighting, and arrangements of objects and signs/labels

- b. developing job descriptions for specific exhibit-design internships, in collaboration with the director, and directing the activities of the interns
  - c. exercising final judgment for content and arrangement of exhibits
- 3. directs and coordinates the construction and maintenance of exhibits, such as-
  - a. conducting research into new techniques and methodologies for preparation of museum exhibits
  - b. supervising modification and maintenance of existing exhibits
  - c. coordinating staff input into all phases of exhibit development, design, fabrication, and installation
  - d. determining equipment needs for museum facilities and exhibit construction and maintenance
  - e. providing on-site guidance to contractors and/or lower level staff
  - f. reviewing and evaluating completed exhibits to determine conformity to design specifications, to determine if they meet the exhibit objective, and to judge the quality of the exhibits according to established design criteria
- 4. provides input into fiscal management of museums/galleries, such as-
  - a. calculating projected costs of new exhibits for each fiscal year and categorizing costs into specific budget areas (contractual, equipment, etc. ) for development of the annual budget
  - b. developing a specific budget for each exhibit and making purchases within the limitations of that budget
  - c. projecting needs and costs of exhibit personnel for the annual budget
- 5. prepares publicity/promotion materials for the exhibits, such as-
  - a. supervising the production of lettering and other graphics for publications related to exhibits
  - b. designing and developing layout of exhibition catalogs or annual reports for printer
- 6. supervises documentation of exhibits
- 7. identifies building maintenance problems (such as mechanical system breakdowns, leaks, or building deterioration) and recommends solutions
- 8. oversees museum security systems and museum space needs (such as work areas, storage areas, and exhibition areas)
- 9. participates in writing of grants by providing information and justification of need
- 10. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I Museum Exhibits Preparator****3108(3110)**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following types of preparation
  - (a) credit for college training leading to a major or concentration in museum exhibits-technology
  - (b) credit for college training leading to a major or concentration in a field related to museum exhibits technology and/or design (such as industrial arts, graphic art, design, visual communications, or art)
  - (c) credit for college training leading to a major or concentration in any field
  - (d) work experience that required the use of hand and power tools and a knowledge of construction techniques and planning
  - (e) intensive training in museum exhibits technology and/or design in a recognized museum training program

that totals -1.0 unit according to the following conversion rates:

60 semester hours (or Associate degree) in “a” = 1.0 unit

120 semester hours (or Bachelor's Degree) in “b” = 1.0 unit

120 semester hours (or Bachelor's degree) in “c” = 0. 5 unit maximum\*

3 years of “d” = 1.0 unit

1 year of “e” = 1. 0 unit

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\* That is, up to 1/2 or 0.5 of the total preparation needed to satisfy requirement #1 may be the type of college training described in “c,” computed according to the conversion rate listed above. The remaining 1/2 or 0.5 unit of preparation would have to be supplied by one or more of the other types of preparation listed above.

**PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

1. knowledge of woodworking materials and tools
2. skill in mixing paint and matching colors
3. ability to use common painting materials and equipment
4. ability to use basic cleaning materials
5. ability to use and care for hand and power tools
6. ability to learn techniques used to move, handle, and mount museum objects
7. ability to learn lighting system techniques
8. ability to perform graphic arts and photographic techniques
9. ability to specify designs in drawings and written instructions
10. ability to apply museum's collection to basic exhibit themes
11. ability to communicate orally and in writing

**Level II: Museum Exhibits Designer****1010****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. experience/training requirement listed for Level I of this series
2. two years of work experience comparable to Level I of this series

**PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

1. knowledge of the nature of materials generally used in displays
2. knowledge of woodworking materials and tools needed to complete a job
3. knowledge of techniques used to move, handle, and mount museum objects
4. knowledge of graphic arts, design principles, and photographic techniques
5. knowledge of lighting systems and techniques
6. knowledge of security practices and procedures commonly used in museums
7. skill in design and construction of museum exhibits

8. skill in making working drawings and models
9. skill in using woodworking material and tools
10. ability to develop exhibition themes and conceptualize designs
11. ability to specify designs in drawings and written instructions
12. ability to acquire knowledge of the museum's collections
13. ability to supervise and train assigned personnel
14. ability to develop job estimates
15. ability to communicate orally and in writing

**Level III: Curator of Exhibits****4631(0984)****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. experience/training requirements listed for Level II of this series
2. two years of work experience comparable to Level II of this series
3. (A) one additional year of work experience comparable to Level II of this series  
  
or  
  
(B) Master's degree in industrial arts, graphic art, design, visual communication, art, or a related field  
  
or  
  
(C) a combination of education and work experience as defined above that totals one year

**PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

1. knowledge of current techniques and methods used in exhibit design
2. knowledge of graphic arts techniques
3. knowledge of techniques used to move, handle, count, store, and conserve museum objects
4. knowledge of estimating, budgeting, and purchasing practices
5. knowledge of security practices and procedures commonly used in museums

6. skill in making aesthetic judgments
7. ability to supervise employees engaged in the design, construction, modification, and maintenance of museum exhibits
8. ability to supervise and plan work experiences for student interns
9. ability to provide guidance to outside contractors
10. ability to communicate orally and in writing
11. ability to acquire knowledge of the museum's collections
12. ability to develop exhibition themes and conceptualize designs appropriate to the objectives and style of the institution
13. ability to review and evaluate completed exhibits for conformity to design objectives
14. ability to determine equipment needs for museum facility and exhibit construction and maintenance
15. ability to plan for future work-space and exhibition-area needs

Museum Exhibits Preparator  
Museum Exhibits Designer  
Curator of Exhibits

(REVISED; Change of Title only from Art Museum Preparator)  
(REVISED)  
(NEW)